

**DeForest Windsor Fire & EMS District Board Meeting**  
October 10, 2018 5:00 PM  
DeForest Windsor Fire Department, 110 S. Stevenson St.  
Training Room

**Minutes**

- 1) Call Meeting to Order and Roll Call-** The Meeting was called to order at 5:00pm by President Blau.

Present were: Judd Blau-Village of DeForest, Bob Wipperfurth-Village of Windsor, Jeff Miller-Village of DeForest, Don Madelung-Village of Windsor, Chief LaFeber, Office Manager Mooney.

- 2) Recitation of the Pledge of Allegiance-** Led by Miller

- 3) Appearances Before the Board-N/A**

- 4) Approve Minutes:**

- a) **September 10, 2018-** Motion to approve by Wipperfurth, second by Madelung. Motion carried 4-0.

- 5) Finance:**

- a) **Review and Approve Invoices Paid 9/1/18-9/30/18-** Motion to approve by Madelung, second by Miller. Motion carried 4-0.

- b) **Review and Approve Fund/Account Balances-** Motion to approve by Wipperfurth, second by Miller. Motion carried 4-0 with discussion. Miller has requested a timeline as to how much needs to be spent in impact fees by 2019.

- 6) Chief LaFeber's Monthly Report/Action Items:**

- a) **Call Update-** Last month was low. Had one fire call that was a complete loss. For the month, had 116 calls vs 107 in the previous year. Only 190 calls short going into the month to beat last year's numbers. Still forecasting 1,150 calls for the year.

- b) **2018 Budget Update-** Budget is still looking okay. Overall forecast is looking at about \$100,000 to the good. Ladder Truck bill is not fully done yet but is currently being worked on. As of right now it looks like the total for the Ladder Truck will be \$11,000 under budget. Chief LaFeber has asked if the villages would like to have the money back or allowed to spend the remaining money. Both villages were in agreeance that the department can spend the money if it is used for useful things for the Fire Department.

- 7) Old Business-N/A**

- 8) New Business:**

- a) **2019 Fire Board Meeting Schedule-** Due to some conflicts in scheduling for the year of 2019, Fire Board Meetings will now be held on the first Wednesday of every month starting January 2019.
- b) **IT Solutions-** The department is having issues with emails where some emails have been having delays getting sent out or some people are not getting emails that are being sent out. Chief LaFeber feels it is important to have the members of the department have a department email due to the volume of personal emails that are being sent out. We are looking for thoughts as to where to go from here with our email issue. Blau suggested that TDS will coming out into the near future but unsure as to when that will happen. Miller has suggested we start with ITP to see if there is anything they are able to do for us.
- c) **L-23 Update-** Truck is almost put together. Only 2 weeks left of class for the Ladder Truck. You can probably start to see the truck to go out on calls in early November.
- d) **Refund to Vienna-** Vienna has overpaid for their portion by just over \$20,000. Needing approval from the board to cut a check to reimburse Vienna. Motion to approve by Miller second by Madelung. Motion carried 4-0 with discussion. Wipperfurth has asked if we can clean up the billing system a little more by sending an invoice out when something is due.
- e) **Windsor Fest-Chief Update-** Department participated in Windsor Fest this year and was able to get the Ladder Truck out as well. Did have to leave early due to a fire call but overall it was a good PR.
- f) **Staffing-** Lt. Jacobson has recruited 12 new POC members that will be starting with the department. 6 that want to focus on EMS and 6 that want to focus on fire and few that would like to cross train on both Fire and EMS.
- g) **School District-** Has been in communication with the school district superintendents. Did talk to them about getting our policies and procedures in motion to have school safety in the buildings when it comes to a safety issue within the school.
- h) **Working with PD on Wellness Programs-** Chief LaFeber has met with the wellness coordinator to talk about getting peer resource committee together for the community and talked about doing some cross training together.
- 9) **Convene into Closed Session-** Motion to convene into closed session by Wipperfurth, second by Miller. Motion carried 4-0. Rollcall taken, and everyone present. Closed session convened into closed session at 5:58pm.
- a) **With Reference to Announcements**

**10) Reconvene into Open Session-** Open session reconvened at 6:18pm.

**a) Action Items Resulting from Closed Session – If Any**

**11) Future Agenda Items-N/A**

**12) Schedule for Upcoming Meeting(s)-** November 14, 2018 at 5:00 p.m. December 12, 2018 at 5:00 p.m. Starting in 2019, meetings will be held on the first Wednesday of every month.

**13) Adjournment-** Motion to adjourn by Madelung, second by Miller. Motion carried 4-0 and the meeting adjourned at 6:18pm.

Respectfully Submitted,  
Lindsey Mooney  
Office Manager